Prospective Member Information Packet

Updated 1 April 2001

All forms that you will need can be found on the National Headquarters website at www.capnhq.gov. These are fillable forms that you should begin to collect. A typed form has less problems because it is easier to read and with this function, is easy to do. Classroom training may be conducted at the squadron or elsewhere around the Wing for various courses. The Indiana Wing site is at http://www.inwingcap.org.

1. Initial Steps to Joining Civil Air Patrol and the Johnson County Senior Squadron, Unit # GL-IN-069. Website: http://glr.cap.gov/jccap/

- A. Attend at least 2 meetings before you attempt to formally join. Do not expect to understand all that you see and hear right away. These are CAP business meetings. Speak with the squadron's Membership officer. This person is Mark Smith, phone number is 786-7192, 7pm 9pm. Try to make sure that your motivations match the mission of CAP. It is a privilege to join, not a right. We need good people that are willing to contribute and not just to show up and get cheap flying or have selfish motivations. The decision to invite you to join will rest with the membership committee who will review your application. After approval, you may proceed as follows.
- B. Obtain the following materials from the squadron, see either the Commander Ed Lange or Mark C. Smith, Operations Officer for Membership application form and the FBI fingerprint card. Have yourself fingerprinted at a local law enforcement office. The prints must be clear as unclear prints will be rejected by National Headquarters. Fill out the application. Your Social Security number will be your CAP serial number. The unit charter number (above) is GL-IN-069. Present the application and the fingerprint card to Ed Lange the squadron commander. Have him review and sign the application. Sample attached.

Initial Application. Make a check to "National Headquarters, C.A.P. in the amount of \$55.00. Mail with the Fingerprint card original, application original to: Nat'l HQ CAP, 105 Hansell St., Maxwell AFB, AL 36112-6332.

This will cover your first years dues to National and Wing.

Squadron Monthly Dues. Make to "Johnson Co. Senior Squadron CAP" \$10.00 for pilots and \$5.00 for non-pilots Give to the squadron **Finance Officer**, Bob Chance.

Provide the squadron commander with a copy of the application and fingerprint card. Start and maintain a file of your own with copies of the above and for all future records. In about 3 weeks you'll receive your membership card, CAP Bookstore catalog, CAP monthly newspaper and CAP Manual-Introduction to CAP (CAPM 50-1). National, Wing and Squadron dues are renewed annually, with National dues being \$50/yr.

2. Entering the CAP Training Program

A. Complete Level One training. This is an introductory course to CAP and it is covered in CAPM 50-1. This training is required prior to participating in any CAP activity or getting checked out and flying the aircraft. It consists of viewing video- tapes and includes an open book test on CAPM 50-1 and takes about 6 hours. After completion of this, you will be permitted to attend CAP functions and participate in responsibilities! Pilot or professional qualification may help you achieve higher rank more quickly, contact Ed Lange to schedule this training. Also review the Wing site as there are numerous classes from time to time.

Possibly, there may be training at the Wing HQ at Grissom ARB or other locations. You will need to fill out a CAP Form 17 Senior Activities to attend. This is so the event coordinator knows how many people to count on. If you can, going to Wing is a worth while effort as it will expose you to the heart of the operations in Indiana, meet the leadership of our organization and complete your training more quickly. Announcements will be made at the squadron meetings and also check the Wing website.

B. Purchases to be made as soon as possible. These can be obtained from the CAP bookstore. They can be done

through the mail as well as online on the internet website if you choose to do so. Navigate there through the National Headquarters site at www.capnhq.gov/. The toll free number is 1/888-834-1781.

1. Buying a full regulation manual is strongly suggested. The answers to most of the questions you will have can be found here. In all cases, before asking questions, you should first attempt to find the answer in the regs. As a minimum, order the following materials which we recommend you keep in a 3 ring binder;

2. CAPM 30-15 Emergency Services Manual

3. CAPR 35-5 CAP Personnel Procedures

4. CAPM 50-5 Observer Manual

5. CAPR 55-1 CAP Emergency Services / Mission Procedures

6. CAPR 55-10 Civil Air Patrol Emergency Services

CAPR 60-1 CAP Flight Management
CAPM 100-1 Communications
CAPP 2 ELT Search Procedures

10. A simple CAP uniform. You will need a uniform to get in the aircraft and to attend CAP functions. The uniform suggested to be purchased is; 1. The CAP golf shirt of which there are a few styles to choose from, your choice. For those occasions such as a Wing meeting at headquarters, you may want to order the CAP Aviator shirt which will also need to have the name tag and if you have rank, the appropriate shoulder board and if you are a pilot and have or will be completing your check ride, the appropriate set of pilot wings in brite finish. A CAP tie would be optional.. To complete the uniform, you will wear gray slacks that are

worn with a black belt, black shoes and black socks. If you elect at some future date to buy the Air Force distinctive blue uniform, get with the squadron and someone will help you pick out these items. When wearing USAF uniforms you must meet USAF weight and grooming standards, see the CAPM 39-1 Uniform Manual. You may elect to wear the Air Force flight suit. When available, flight suits are free via the Indiana Wing. See Joe Brown, the supply officer, for procurement detail.

3. Becoming a CAP Pilot Non-Mission Status

You will need to complete/have the following to become a CAP pilot and participate in the squadron's flying program:

- 1. Current CAP membership card.
- 2. CAP uniform. CAPM 39-1. Golf shirt / slacks combo or flight suite.
- 3. Current FAA medical.
- 4. Valid FAA Private Pilot license (Minimum)
- 5. 1 hour check out and familiarization ride in the CAP aircraft. See the Wing site for a listing of check pilots. Go to the Operation pages.
- 6. Pass the CAP Form 5 written test. First, find the test on-line, log on the Wing website at www.inwingcap.org, click on OPERATIONS, once there click on Stan/Eval, then click on Direct Link to Pilot Exam which takes you to the test. You can print the test out, log off and take it at you leisure, re-log on and complete and submit for grading. 80% is required to pass (it's open book!) careful, the site only gives you 2 chances and you'll use them both. Grading is instantaneous. Print the graded test out and take to your check ride, have the check pilot sign it. Take the form 5 flight check ride. See the attached list for check pilots to call.
- 7. Current copy of CAPR 60-1 CAP flight management booklet. In 60-1 are the following forms you will need for the checkride. Aircraft questionnaire-Attachment 2, complete and bring to the checkride. Pilot Evaluation-Attachment 5; bring blank to the checkride.
- 8. Prior to the checkride, you must get a checkride number from Col. Tom Pickett. Call 812/533-1101 or email at tompickett@juno.com
- 9. Go to the Indiana Wing website and become familiar with all items possible, particularly the Operations section.

Place copies of the test results, check ride results, Statement of Understanding and Indian Wing Pilot Data Sheet Form 5 as follows: 1 copy to your personal file, 1 copy to be faxed or mailed to Wing DO (Director of Air Operations) MAJ Tom Pickett, fax #812/533-1101 or mail address 1 East Johnson Ave, West Terre Haute, IN 4788. 1 copy to the squadron file. give to Mark Smith. All these must be on file. When you are on official CAP business, you are covered by CAP insurance in case of mishap. The records must be on file and current for the insurance to be effective.

The Form 5 testing is required annually. The check ride is considered a FAA BFR-Biennial Flight Revie w. Pre-practice per CAPF 60-1 (E). The check pilots are volunteers and are not reimbursed for instruction. Please respect their time and be prepared. Contact the check pilot to schedule the checkride, using the attached list. Have the check pilot note the BFR in your logbook. CAPM 60-1 describes the check out procedures. If you pilot information changes, you must copy the individuals / files stated above, keeping in mind the insurance coverage.

Once the above is accomplished, you will be a squadron flying program participant and will pay a basic monthly rate for the privilege. Pay at the meetings on an honor system basis. Make checks payable to "Johnson County Composite Squadron, CAP" or "JCCS, CAP". Hand or mail the checks to the squadron Finance Officer, Robert Chance. The rates are:

Basic monthly fee: \$10.00 Pilots, \$5.00 non-pilots.

Hourly wet rate: Direct fuel expense plus \$20/hour to cover minor maintenance. Obtain your own fuel card from the Greenwood airport from the FBO. It is used in the pump when you self fuel. You then take the receipt to the desk to pay your bill BEFORE you leave the airport. The squadron will bill you for the monthly fee.

On CAP-USAF assigned missions there is no flight cost involved.

4. Becoming a CAP Mission Pilot Trainee & Mission Pilot

Mission Pilot Trainee

- A. Reserve a place in the Emergency Services course and complete it. Manuals you will need are CAPR 50-15 CAP
 - Operations, CAPR 55-1 Emergency Services Procedures and CAPR 55-10 Emergency Services. Upon completion you will receive an Emergency Services card that you will carry with you at CAP functions. See the Wing web site for time and locations of scheduled classes.
- B. Reserve a place in the Communications course. Try contacting Bob Dehner in the squadron first. If he isn't available, go to Ed Lange. You will need CAPM 100-1 Communications. Upon completion you will receive an ROP Radio Operators Permit card allowing you to operate the CAP frequency radio. See the Wing web site for times and locations of scheduled classes.
- C. Once you have 175 hours PIC (after completion of the private pilot license) and 50 hours of cross country time, you can request from the squadron a 101 T card. You will keep record on this card of your participation at practice or actual missions of which you will need 3 which must be witnessed by a Mission Pilot or Mission Coordinator on the card. Upon completion of this and all Mission Pilot training requirements, you will turn in the card as part of your application for mission pilot. The 101T card is also used in this manner for other mission specialties such as the Air Operations Director specialty, which you should also eventually aspire to.

5. Mission Pilot Requirements

- A. 200 hours PIC.
- B. Have attended 3 practice or actual SAR Search and Rescue Missions. Times / locations will be announced at the meetings and on the Web Site. Your Training 101T card must be noted and endorsed on the back by the mission coordinator or other section head at the meets to get credit for your participation.
- C. Attend the required Mission Pilot classroom training as outlined in CAP 50-15, attachment 12. This is administered at the squadron level usually. Contact Mark Smith, 981-8221. Also, check on the Wing web site.
- D. Attend the Observer course. See CAPM . Check the Wing web site for classes.
- E. Take and pass the Form 91 Mission Pilot written exam. CAPM 60-1.
- F. Take and pass the Form 91 Mission pilot checkride. CAPM 60-1. See initial pilot checkride instructions.
- G. Assemble a Mission Pilot Binder. This should be discussed in the class
- H. Receive a new 101 Mission card denoting your Mission Pilot specialty. To get the card, submit CAP Form 100 and copies of all FAA and CAP licenses, medical, membership cards to Karen Winkel, 9205 Charles Davis Rd., Ramsey, IN 47186, include your phone number in case she has questions.

Distribute copies as follows: 1 set or results to your personal file, 1 set to the unit file-give to Mark Smith and one set to Wing, attention of (?) Steps E & F are done biannually and you must attend a minimum of one practice mission in that 2 years.

5. Becoming a Observer Trainee and Mission Observer Non Pilot Position

Observer Trainee Requirements

- A. Complete both parts of the emergency services course. See Mission Pilot trainee info. for contacts.
- B. Complete the Communications Course.
- C. Complete the ECI Observer Scanner course. This is 2 days long and is usually given in Terre Haute
- D. Be issued a 101 T card with the Observer Trainee denoted on the card.

Mission Observer Requirements

The best initial step is to enroll in a school, again, check the websites. The schools are usually take a Sat and most of Sunday. Terre Haute offers an excellent program. There is more to looking out of an airplane than you think

- A. Attend 3 practice or actual SAR missions with the card endorsed for each.
- B. Pass a Observer written test.
- C. Pass a Observer flight check ride
- D. Copy the results of your tests as follows: 1 copy to your personal files, 1 copy to the unit files and 1 copy to Wing.
- E. Receive a new 101 card denoting your Mission Observer specialty.

Steps B - E are done biannually.